

**Marina Villa Homeowners Association  
Request for Condo Unit Renovation/Remodeling  
Effective June 1, 2018**

GUIDELINES

All renovations planned must be submitted and approved in advance by the MV Board. The MV Board requests the opportunity to review any work planned by an owner inside of their unit as design and/or construction plans could possibly impact the integrity of the building structure or have affect on the immediate neighbors in their building.

Work that requires completing the form and obtaining approval includes: removal/modification/replacement/addition of any interior walls, modifications to chimney firebox including converting from solid fuel to gas or installation of inserts, all plumbing, electrical or HVAC ducting modifications, sunroom window upgrade, awnings at decks, ceiling above lower level deck, improvements to the basement areas (i.e. adding walls, adding bathrooms or plumbing fixtures, adding electrical outlets/lighting modifications)

If it is determined by the MV Board/Foothills Property Management that the renovation/remodeling includes a structural modification, the Owner will be requested to submit, from a licensed structural engineer, an explanation of the work to be performed. All work must comply with current state and local codes. All necessary permits must be obtained by the owner.

If the renovation includes sunroom window replacement, once the MV Board has granted approval, the Owner must obtain approval from CARE (KKPOA Committee) as a permit must be granted by CARE prior to any exterior work commencing.

Work that does NOT require completing the form and obtaining approval includes: flooring work, painting/wallpapering/textured ceiling removal or changes, interior side of window and door treatments, appliance replacements, water heater replacement, gas log replacement, cabinetry, light fixture replacement, plumbing fixture replacement, ceiling fan replacement, molding treatments, interior doors replacement or any other interior finish work.

Request Form for Marina Villa Condo Unit Renovation/Remodeling

Owner Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Condo Address: \_\_\_\_\_

Description of Work:

List of any attachments:

Date of Submittal to MV/Foothills: \_\_\_\_\_

MV Board/Foothills determined an Architects/Engineer input is required:  
Yes \_\_\_\_ No \_\_\_\_ MV/Foothills Rep \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner must obtain an Architects/Engineers input and submit to MV/Foothills)

Architects/Engineer input received and acceptable:  
Yes \_\_\_\_ No \_\_\_\_ MV/Foothills Rep \_\_\_\_\_ Date: \_\_\_\_\_

CARE Approval Required? Yes \_\_\_\_ No \_\_\_\_  
CARE Approval Received? Yes \_\_\_\_  
(If required, Owner must obtain CARE approval and provide copy to Foothills)

All Requests, work scopes, plans, other attachments including approvals will be retained by Foothills Property Management.